MCO 5271.3C
C 44
20 Jan 1998

MARINE CORPS ORDER 5271.3C

From: Commandant of the Marine Carps
To: Distribution List

Subj: INFORMATION TECHNOLOGY STEERING GROUP CHARTER

1. <u>Purpose</u>. To disestablish the Information Systems Steering Committee (ISSC) and establish the Information Technology Steering Group (ITSG) - Further, to designate members of the ITSG and assign responsibility for management oversight of information technology and its supporting information resources.

2. <u>Cancellation</u>. MCO 527l.3B.

3. <u>Background</u>. The Information Technology Planning Group report of 14 October 1994 recommends a strategy to reduce inefficiencies from duplicative activities and processes in the acquisition and life cycle management of information, computers, and communications technologies within all components of the Marine Corps. The Assistant Commandant of the Marine Corps concurred with the report on 27 December 1994. This report tasked the commanding General, Marine Corps Combat Development Command (CG MCCDC) to establish a JTSG with appropriate authority as the advisory board for all Marine Corps information technology technical, functional, acquisition, and user authorities in the Marine Corps.

4. <u>Summary of Revision</u>.   The revision incorporates the following changes:

    a. Establishes a ITSG.

    b. Disestablishes the ISSC.

    c. Designates the CG MCCDC as the chairman of the ITSG.

    d.   Changes the title of the Order to reflect the mission of the ITSG.

    e. Augments the voting membership.

5. <u>Information Technology Steering Group</u>. The CG MCCDC will appoint a colonel to chair the ITSG. The ITSG secretary is appointed by the ITSG Chair and provides administrative support to the ITSG. The ITSG will coordinate the application and use of Information Technology (IT) consistent with overall Marine Corps objectives.

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a. <u>Composition</u>. The ITSG consists of a colonel or civilian equivalent and has "By direction" authority for the general officer of each activity listed below:

    CG MCCDC (Chair)
    Commander, U.S. Marine Forces Pacific
    Commander, U.S. Marine Forces Atlantic
    Commander, U.S. Marine Forces Reserve
    Commander, Marine Corps Systems Command
    Deputy Chief of Staff for Programs and Resources
    Deputy Chief of Staff for Manpower and Reserve Affairs
    Deputy Chief of Staff for Aviation
    Deputy Chief of Staff for Plans, Policies and Operations
    Deputy Chief of Staff for Installations and Logistics
    Assistant Chief of Staff for Command, Control, Communications,
     Computers and Intelligence Information Officer
    Director of Administration and Resource Management

b. <u>Membership List</u>. The ITSG secretary maintains a list of ITSG members' E-Mail addresses. Responses to issues and agenda items will only be accepted from this official list of members. For this reason, it is essential that the activities listed in paragraph 5a inform the secretary of any official change in member status. The secretary also maintains a list of alternate members (one per activity listed in paragraph 5a) These members serve as alternates for the purpose of receiving E-Mail for review purposes.

c. <u>Reasonability</u>. The ITSG will:

    (1) Coordinate the planning of IT consistent with current architecture, standards, policy, joint and combined C4I requirements.

    (2) Review requirements documentation, i.e., Mission Need Statement (MNS), Operational Requirements Document (ORD), Abbreviated Acquisition Program (AAP), and Operational and Organizational Concept for all IT programs developed per SECNAVINST 5000.2 prior to formal review and approval by the approver or the Milestone Decision Authority.

    (3) Establish and assign process action teams to perform specific tasks related to IT, as required.

    (4) Meet on an "as required" basis, determined by the ITSG Chair.

    (5) Priorities IT Procurement Marine Corps Program Objective Memorandum (POM) initiatives, items competing for reprogramming funds, and Operational and Maintenance Marine Corps initiatives. A recommended prioritized list of all program sponsor requests for IT and supporting IT will be compiled by the CG MCCDC (War fighting Development Integration Division) and will compete individually for funding in the POM process. The POM process will be the final

determinant of the amount of funds to be applied to each IT initiative.

(6) Provide specific recommendations and/or alternative courses of action concerning IT issues, for example:

(a) Recommendations regarding IT policy issues to the AC/S C4I.

(b) Recommendations regarding IT acquisition issues to the COMMARCORSYSCOM.

(c) Recommendations regarding requirements determination issues to the CC MCCDC.

6. <u>Procedures</u>

a. <u>Submission of Issues and Agenda Items</u>. ITSG members will submit agenda items to the ITSG secretary. Potential agenda items should be completely staffed and in electronic format (current Marine Corps standard) including background staff coordination and positions, options with advantages and disadvantages, and a recommendation for resolution. The secretary will then route it to the ITSG Chair. The ITSG Chair either approves or disapproves
the item for the agenda. The submitter should be prepared to brief the ITSG. When appropriate, the issue will be forwarded electronically for review, comment, and vote in lieu of being held for an ITSG meeting.

b. <u>Requirements Documentation</u>. Requirements documentation, e.g., MNS, ORD, etc., for IT will be electronically routed by Requirements Division to the ITSG at the time of approval (for a MNS) and at milestone decision (for an ORD or AAP) . Each ITSG member will have the opportunity to provide comments electronically. The ITSG members recommendations will be considered during finalization of the document. The recommendations of the ITSG are not binding on the approver or the Milestone Decision Authority.

c. <u>Voting</u>. ITSG members may be asked to vote on an issue either via E-Mail or at an ITSG meeting. ITSG members have one vote each. A quorum of two-thirds of the voting members is required for the vote to be legitimate. Of those who vote 'yes" or "no," a simple majority vote will ascertain the outcome. A vote of "abstention" will count toward the required quorum (two-thirds) response. The secretary will not accept votes from non-voting review members unless directed, on a case-by-case basis, by the voting member.

7. <u>Documentation</u>. The ITSG secretary will maintain and distribute the minutes from each meeting to all members of the ITSG. The ITSG secretary will also provide each ITSG member a current membership list.

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8. <u>Action</u>. Each activity head outlined in paragraph 5a will appoint a representative to the ITSG. The ITSG member will appoint a field grade or civilian equivalent representative as an alternate. The appointments will be in writing to the appointee, with a copy provided to the ITSG secretary.

9. <u>Applicability</u>. The policies and procedures contained in this Order apply to the Marine Corps Reserve.

J. E. Rhodes

J. E. RHODES
By direction

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